



Supplier Procurement Overview

Citrus NZ (CNZ) represents the interests of citrus growers across New Zealand. We work with suppliers and partners to deliver programmes, research, services and initiatives that support grower profitability and sector sustainability.

This overview is provided to help potential suppliers understand how CNZ approaches procurement. This document does not replace CNZ's internal procurement policy.

Our Procurement Approach

CNZ applies a *fit-for-purpose, proportionate procurement approach*. This means the process used will reflect the scale, complexity and risk of the engagement.

Across all procurements, we are guided by the following principles:

- **Value for money** over the life of the service or product
- **Fairness and transparency** in supplier engagement
- **Accountability** and sound governance
- **Sustainability**, including environmental and ethical considerations
- **Proportionality**, avoiding unnecessary process where risk is low

CNZ applies different procurement approaches depending on the nature of the work. Ongoing programme delivery services (such as biosecurity and market access and monitoring) may be procured on a season-long basis where continuity, risk management, and value over time are critical. Research and development activities are generally procured on a project-by-project basis to support contestability, learning, and proportionality.

How We Engage Suppliers

Depending on the nature of the work, CNZ may:

- Engage a single supplier directly
- Seek proposals or quotes from a small number of suppliers
- Run a more formal RFQ or RFP process

Suppliers will be advised at the outset of:

- The type of procurement process being used
- Whether the engagement is competitive or selective



- Key timeframes and expectations

Evaluation of Proposals

Proposals are assessed using criteria appropriate to the engagement, which may include:

- Relevant experience and capability
- Understanding of CNZ's objectives
- Quality and practicality of the proposed approach
- Value for money
- Ability to deliver within required timeframes

Evaluation will be undertaken by management and, where appropriate, governance representatives.

Governance and Approvals

All procurement decisions are subject to CNZ's internal governance and approval requirements. The level of approval required depends on the value and risk of the engagement.

Suppliers should be aware that:

- Final approval may take place after proposal submission
- CNZ may seek clarification or refinement of proposals as part of due diligence

Supplier Expectations

CNZ expects suppliers to:

- Act with integrity and professionalism
- Provide accurate and complete information
- Declare any actual or potential conflicts of interest
- Respect confidentiality and commercially sensitive information

CNZ is committed to treating all suppliers fairly and with respect throughout the procurement process.

If you have questions about a specific procurement process, please contact Jo Pentreath-info@citrus.co.nz

